

magic breakfast

fuel for learning

Project Manager (Technology & Transformation)

Job Description and Person Specification

Job Title: Project Manager (Technology & Transformation)

Salary: £48,500

Contract Type: Permanent, ideally, full-time (35 hours per week) although part-time or flexible hours may be considered

Working location: Home based. The post holder should expect to come into the London based office a maximum of three days per quarter. Expenses will be paid in line with our Travel and Expenses policy.


Reporting to: Head of Technology & Transformation

BACKGROUND

The latest research suggesting that the number of children and young people at risk of hunger has rocketed to three million means that one in five children don't have enough to eat.

When a child is too hungry to learn, when they're aching for something to eat, they can't concentrate. They can't absorb information. Big feelings and worries can be impossible to control. They fall behind in their studies.

Magic Breakfast provide a nutritious and filling breakfast to over 200,000 children and young people every school day. We work with schools in areas of high disadvantage, helping staff target the children most in need without barrier or stigma.

Magic Breakfast are ambitious to grow our impact to remove hunger as a barrier to learning for all children and young people in the UK. To do this, we need to continue to grow our fundraised income, of which new corporate income is a significant element. 

JOB PURPOSE



We are seeking an innovative Project Manager who is looking for an exciting opportunity to play an instrumental part in the planning and delivery of Magic Breakfast's technology and data transformation. In this multi-faceted position, you'll lead the development and implementation of the organisation's project management strategy and standards, while also championing the ongoing delivery of data-focused technology and transformation projects. The broad and diverse nature of the projects will mean no two days are the same. Your expertise will be critical in maximising the impact of every initiative we undertake.



KEY RESPONSIBILITIES:

Strategic leadership

- Develop and implement the organisation's project management strategy and methodology
- Lead on regular reporting of KPIs across the organisation
- Lead on and roll out key projects and processes across the organisation, storing these in a central location
- Lead on the review of project delivery to assess benefits realised vs planned
- Lead on business process mapping and improvement across the organisation
- Lead on the annual planning process for the organisation
- Manage the organisation wide project / change Risk Register

Team leadership

- Establish and enforce project management standards and best practice ensuring project implementation takes a people-centred approach including training, internal communications, and changes to policies and procedures
- Lead and mentor any project managers, providing coaching and development opportunities
- Manage workload and resource allocation across the team and projects
- Foster collaboration and communication across key stakeholders

Project management

- Lead and manage technology and transformation projects across the organisation
- Lead and participate in technical discussions, identifying potential roadblocks and proposing solutions
- Bridge the gap between technical and non-technical stakeholders, ensuring clear communication and alignment
- Develop and execute project plans, objectives and timelines that account for technical dependencies, risks and resource needs
- Allocate and manage resources effectively
- Manage project risks and issues, escalating as necessary
- Monitor and track project performance against KPIs and identify areas for improvement
- Ensure timely and accurate reporting to stakeholders on project progress; effectively managing expectations for project timelines and deliverables, considering technical complexities
- Review projects for post appraisal benefits achieved vs planned

General:



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SC048202 in Scotland

- Contribute to team meetings, sharing best practice and supporting team members where necessary
- Help to maintain a positive working environment, keeping the vision of Magic Breakfast at the heart of everything we do
- Uphold a culture that encourages curiosity, continuous improvement, optimism, and a steadfast commitment to social impact
- Work collaboratively across the organisation more widely to build good working relations across the organisation and provide ad-hoc support to other teams and members of staff
- Adhere to all Magic Breakfast policies and procedures
- Ensure that all activity is compliant with current legislation, GDPR and child safeguarding requirements
- Undertake any other duties commensurate with the role
- Participate in occasional work-related events at external venues and perform support related activities as required be willing to undertake occasional work outside of regular office hours and UK travel.

CORE MANAGEMENT GROUP

- Support other team members who have responsibilities supporting Magic Breakfast projects and initiatives in line with Magic Breakfast's values, supporting and leading as an indirect lead in line with Magic Breakfast's policies and procedures.
- Actively participate in Core Management group ensuring it is a collaborative, productive and accountable team.
- Deputise for the relevant Senior Leadership Team member as required and requested.
- Identify and where appropriate lead on partnerships and collaborations that further Magic Breakfast's mission and purpose.
- Take responsibility for the operationalisation of Magic Breakfast's policies and practice in relation to safeguarding, risk management, and GDPR across the Finance & Technology team.

PERSON SPECIFICATION:

Skills and abilities

- Excellent communication skills to collaborate effectively with both technical and non-technical stakeholders
- Ability to influence, negotiate, mediate and persuade in challenging circumstances
- Ability to perform in a constantly changing and demanding environment
- Ability to champion innovation and change, inspiring and motivating colleagues
- Ability to anticipate problems and sensitive issues and act proactively to find solutions
- Strong analytical and problem-solving skills to identify roadblocks and develop innovative solutions



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- Strong organisational skills to manage multiple tasks simultaneously and meet deadlines effectively

Knowledge and experience

- Understanding and experience of project management principles and methodologies
- Experience working with a wide range of senior stakeholders to bring about change
- Experience leading cross-functional project teams
- Experience of delivery of change management programmes which significantly impact large number of staff and/or external supporters
- Proven experience in influencing behavioural and cultural change
- Experience of project management software applications
- An understanding of data management principles and technologies is desired but not essential (such as Microsoft Business Intelligence, Tableau, Business Objects etc.)
- Experience with Customer Relationship Management (CRM), Enterprise Resource Planning (ERP) systems is desired, but not essential.

Other

- Passion for Magic Breakfast's mission of ensuring that no child is too hungry to learn.
- Shared commitment to our values and active contributor to our enabled and empowered culture





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